

# C-A ESHQ Division “To Do List – Open Items”

**Division Meeting:**

**Every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday in Bldg. 911b**

**Job Assignments listed by Name:**

<b>Name</b>	<b>Page #</b>	<b>Name</b>	<b>Page #</b>	<b>Name</b>	<b>Page #</b>
<a href="#"><u>P. Cirnigliaro</u></a>	<b>2</b>	<a href="#"><u>E. Lessard</u></a>	<b>12</b>	<a href="#"><u>A. Piper</u></a>	<b>19</b>
<a href="#"><u>L. DiFilippo</u></a>	<b>4</b>	<a href="#"><u>A. Luhrs</u></a>	<b>14</b>	<a href="#"><u>D. Ryan</u></a>	<b>7</b>
<a href="#"><u>A. Etkin</u></a>	<b>5</b>	<a href="#"><u>J. Maraviglia</u></a>	<b>15</b>	<a href="#"><u>R. Savage</u></a>	<b>21</b>
<a href="#"><u>R. Karol</u></a>	<b>8</b>	<a href="#"><u>D. Passarello</u></a>	<b>17</b>	<a href="#"><u>J. Scott</u></a>	<b>23</b>
				<a href="#"><u>M. Van Essendelft</u></a>	<b>10</b>

*Last Updated on March 28, 2003*

*By Lynanne DiFilippo*

*Email: [Lynanne@bnl.gov](mailto:Lynanne@bnl.gov)*

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Peter Cirnigliaro 5636</b>	Work Control Manager	Train Collider Users and C-A Staff.	Ongoing	
<a href="#">Top of Page</a>		Represent C-A at BNL Work Manager Meetings.	Ongoing	
		Work Planning Training for C-A staff (BNL Course).	Ongoing	
		Maintain glove selection guide and noise, RF and microwave, ODH areas on website.	Ongoing	
		Magnetic field measurements of beam line magnets (one of each type), RHIC magnets, LINAC, TVDG (DOE Assessment).	Ongoing	
		Work with BNL SBMS Chemicals and Lead Subject Areas.	Ongoing	
		Maintain appropriate IH instruments calibrated.	Ongoing	
		Review 1005H Sound Levels.	3/03	50%
		Address Safe Handling, Transfer and Receipt, of Biological and Etiologic Agents. (BNL ATS item) – to include NSRL MOU – OPM..	3/03	99%
		Update OPM 1.5 (Working Hot Permits) to new ESH 1.5.0.	4/03	75%
		LINAC asbestos Resistor Issue ( <del>visual inspection</del> ), order new resistors, air sampling (ok). LINAC workers need asbestos training in Bay Shore.	3/03	65%
		Work Plan for E-Cooler.	2/03	75%
		Liquid Hydrogen OPM (safety analysis)	2/03	
		MATAC Work Plan Update.	4/03	

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Magnetic Survey at BAF.		
		Inventory and check C-AD local ventilation exhaust systems.	3/31/03	
		Assist in enrollment of Collider Iris Readers.	Ongoing	
		Update OPM 2.28 and 2.29 and attachments to new Work/Exp Planning SBMS.	2/03	
		Implement recommendations from the BNL Construction Safety Assessment.	4/15/02	
		Conduct noise checks on new 80K Cooler.	6/03	
		Implement new Biosafety SA as required. (update OPM, write new MOU with Medical and Biology).	3/1/03	
		Represent C-A on Construction Safety SBMS Team.		
		Represent subject area on "Declaration" for nonradiological work.		
		Have TS sit with each group to review chemicals that they use.	8/03	
		Represent C-AD in Noise SBMS Update.		
		Safe handling/storage of alkali metals.		
		C-A Access Training of Police.		
		1004A Noise evaluation.		
		Vac Group, methylene chloride use review.	4/03	
		Compile list of OSHA upgrades and give list to G. McIntyre.	3/25/03	
		PRAD Work Plan for FY03 Run.	4/30/03	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Lynanne DiFilippo 7918</b>	ESHQ Division Secretary	Prepare bi-weekly To Do List and Tasks Completed List for ESHQ Division.	Ongoing	
<a href="#">Top of Page</a>	Procedures Coordinator	Handle administrative & secretarial duties for ESHQ Division..	Ongoing	
		Coordinate Trouble Report System meetings for FY01.	Ongoing	
		Update Lists - Committees, Confined Space, Noise Areas, Building Managers, C-A Organization Chart, ESHQ Division Org. Chart, Liaison Physicists & Liaison Engineers, Local Emergency Coordinators, Occurrence Reports, Performance Indicators, ODH List, Designated Callers.	Ongoing	
		Update C-A OPM's & maintain on web, update & maintain QA Manual.	Ongoing	
		Coordinate C-A OPM procedures including typing revisions, tracking status, issue revisions, maintaining OPM on web, tracking read & acknowledgements, issuing hard copies of OPM and maintaining records associated with OPM.	Ongoing	
		Maintain MCR water leak alarm response procedures on the web.	Ongoing	
		Assist J. Maraviglia with Training Reports.	Ongoing	
		Assist other groups with administrative/secretarial duties as needed.	Ongoing	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

### Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Asher Etkin 7200</b>	ESH Coordinator	Coordinate monthly TVDG ESH meetings.	Ongoing	
<a href="#">Top of Page</a>	C-A RGD Custodian	Review PASS Test Procedures.	Ongoing	
		Participate in NSRL design review meetings.	Ongoing	
		Review PASS System (Neville Williams and J. Sandberg will be reviewing PASS System for the ARR Committee).	Ongoing	
		Act as ESHQ Division Head in his absence.	Ongoing	
		Assist with SNS ARR.	Ongoing	
		Participate on Confined Space SA Committee (draft completed).	Ongoing	99%
		Assist with enrollment of Iris Readers at Collider and NASA.	Ongoing	
		Assist in turning PASS cards on/off.	Ongoing	
		Investigate and recommend electric signature scheme that we can adopt for Read and Acknowledgement, RWP, EWP, etc. signoffs (ITD awaiting DOE input).	On Hold	
		Revise specification document for PASS.		
		Train appropriate personnel on OPM 8.15.3 series (MCR, ACG, Controls, ESHQ, RCT, FS Rep).	11/02	
		Coordinate FUA for 835 Storage Facility (include use of room 11 & 12).	10/02	99%
		Conduct critique of RHIC magnet insulation overheating.	10/02	15%
		Oversee eCooler Laser installation (Triveni Rao). (Neville doing laser security).	10/02	85%

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Conduct critique on Booster IPM shock.	10/02	50%
		Assure that 0-key areas are converted to card readers.	12/02	
		Update 1005E and 1006B FUA's as needed for 80K cooler and He reliquifer.	10/1/02	95%
		Try to get auto-pager system to CAS Watch when alarm trips in Bldg. 940. (Working with D. Phillips), need to evaluate other method.	1/03	5%
		Critique for relay overload at Target Desk.	10/02	5%
		Resolve valve box fencing posting & Fence adequacy at RHIC.	11/02	
		Represent C-A on the Chemical Safety SBMS Team.	10/03	
		Train ESHQ Div. Head on AGS/PASS.	8/03	15%
		Complete review of OPM 3.15.1.	1/03	
		Follow-up on U-line and NSRL stairs for ACG (C. Pearson).	3/03	
		Investigate using flashing lights for beam imminent alarm throughout C-A complex (need \$).	8/03	5%
		Resolve 4.xx series procedures with ACG and Lynanne.	2/03	
		Follow up on PFN fire protection in RHIC and 930A.	10/03	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Dennis Ryan, 7395</b>	FS Representative	RWP Program Maintenance.	Ongoing	
<a href="#">Top of Page</a>		Maintain SRDs at field office. (determine failure causes). Contracts dealing with vendor regarding high failure rate, vendor replaced staff.	Ongoing	
		Have C-A facilities surveyed for legacy activated materials & provide list of Bldgs. Checked and items found to D. Savage. All areas to be done by 5/1/03. (Reference: Causal Investigation dated 4/16/02). Started week of 8/5/02	5/1/03	50%
		Conduct 2003 RHIC run TLD area monitoring program (add one TLD to each floor of 1005S and develop TLD study in Tandem, TTB berm, Booster berm and AGS berm, during deuteron run). Add AtR.	5/03	75%
		Conduct RMA assessment (minimize areas and define in-process areas).	4/03	25%
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Ray Karol 5272</b>	C-A ESHQ Division Head	Train Collider Users and C-A Staff	Ongoing	
<a href="#">Top of Page</a>	BNL Occurrence Report Categorizer	Coordinate ESHQ inputs into new C-A Materials Storage Building	Ongoing	90%
		Update Building Manager and LEC List	Ongoing	
		Member of BNL Fire Alarm Committee.	Ongoing	
		Represent C-A in Bldg. Mgr. Subject Area. Attend Monthly Bldg. Mgr. Meetings.	Ongoing	
		ASSRC Secretary.	Ongoing	
		Act as C-A alternate member on BNL P2 Council.	Ongoing	
		Assist with upgrading of C-A SADs and ASEs.	Ongoing	
		Assist with updating C-A FHA.	Ongoing	
		Assist with enrollment of Collider Iris Reader.	Ongoing	
		Turn PASS Cards on/off.	Ongoing	
		Assist with electron cooling SAD/ASE (bldg. 939).	12/02	
		Incorporate Collider Cryo-Piping System policy into appropriate OPM and Group Procedures (incorporate in C-A Access Training and add test question).	12/02	
		Initiate/coordinate "tie-in" of all fire alarm bells in Bldg. 911 so alarms are audible throughout entire bldg. (ILR submitted)		
		Follow up on updates to RHIC SAD Fire Hazard Analysis for STAR and PHENIX by Joe Levesque. (J. Levesque email dated 5/30/01 on Ray's PHENIX email directory).	12/02	



## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Develop tritiated water handling guide.	10/02	5%
		Incorporate H <sub>2</sub> Target Procedures into OPM.	On Hold	
		ALARA Review Document for new RW Bldg. 974.	11/02	
		Draft USI on 80K cooler and He reliquifier.	11/02	75%
		NEPA Review of E951 hydrogen (if used).	12/02	
		USI for booster shielding (thin spots)	10/02	
		Represent C-A in the SBMS on Emergency Pre-Planning (with P. Ingrassia).		99%
		Update C-A-OPM 2.13, Do Not Operate Tags. (tags on order) (after budget passes)	12/15/02	99%
		Learn ACS/PASS design from Asher.	8/03	15%
		Assist with MECO ODH Issues in B-Line.	6/03	
		Review labeling requirements as per SBMS and develop C-A OPM on labeling.	5/15/03	
		CIRC ESH Issues/Reviews	9/03	
		Participate in SBMS on Cryogenic Safety.		
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Mel Van Essendelft, 4781, (E&amp;WSD)</b>	Environmental Compliance Rep.	Assist with upgrading of C-A SADs and ASEs.	Ongoing	
<a href="#">Top of Page</a>		Reduce C-A Article 12 Tank List as per meeting with ESD (7/26/01), and label tanks as per SBMS (tanks listed in OPM, photos taken). Biweekly meetings with Jason – tanks need labels. Prepare for 5/03 audit (outdoor storage area signs made).	4/03	85%
		Develop soil coupon program (two per station, one for H <sup>3</sup> if needed). Write procedure. (J-10 AS needed & procedure).	4/03	95%
		Evaluate means to get rid of C-A Lead (1889 bricks to 1002 for supports). (additional going to WMD)	4/03	50%
		Resolve Bldg. 922 liquid storage issues (currently in secondary containment). (AC-500, epoxy resins) (10 drum registration).	3/03	20%
		Monthly Tank Inspections on Tanks (OPM 1.14 change as necessary). Currently in process. Closeout related to tank list task.	4/03	99%
		Recommend developing a surveillance schedule to audit the entire C-A EMS over a three-year period. (ESD may get consultant).	2/03	95%
		Update water cooling and cryogenic Process Assessments with 80K (0%) cooler and He reliquifer systems (100%).	4/03	
		Register tank on 2 <sup>nd</sup> floor of NSRL Bldg. 957. ESD/SC DHS walk through done, awaiting SCDHS Report – probably “exempt”	3/03	50%
		919 Drum Storage registration.	3/03	
		P2 proposal for NSRL digital imaging – memo sent to appropriate BNL/NASA personnel in 9/02.	12/03	5%
		Register water treatment chemical tanks in 1005S and 919 with SCDHS (FRDP 792 and 2306), and other areas..	4/03	
		Generate Process Assessment for Rad Mat'l Storage, Bldg. 974.	6/03	
		Track completion of U-line magnet cooling water to SEM by Water Group.	8/3/02	
		Art.12 compliance for Refrigerator turbine skids (write monitoring plan, mtg. On ADS \$75,000 scheduled),. .	5/03	10%

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		MECO Process Assessment.	1/04	
		Write C-A Water Systems Monitoring Plan. (Russ Reviewing)	3/03	90%
		Replace Building Sink Postings with new “Model”	3/03	20%
		Implement new PCB requirements (SA)	3/15/03	70%
		Label tanks from Title V ESD review (max fill lines) – 922, 923, 930, 820 (parts cleaners) and Rules for Operation – tanks labeled, need to mark fill lines.	3/03	50%
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Ed Lessard 4250</b>	Associate Chair for ESHQ	Participate as member of BNL's Rad. Prot. Work Group.	Ongoing	
<a href="#">Top of Page</a>	EMS Coordinator for C-A	Participate as member of BNL's Radioactive Drug Research Comm.	Ongoing	
	Alternate Facility Manager	Participate as member of BNL's Institutional Review Board.	Ongoing	
	Conduct of Operations Coordinator	Chair BNL's ESH Committee.	Ongoing	
		C-A EMS Management Representative	Ongoing	
		Maintain formal programs in ESHQ, including conduct of operations, self-assessment, work planning, training and documentation, ESHQ review, performance indicators, radiation protection, ALARA and management assessment.	Ongoing	
		Maintain, develop and employ the internet to help execute the Department's plans in the area of ESHQ.	Ongoing	
		Member of PE's Fire Protection Committee.	Ongoing	
		Coordinate web crossover of QAP to OPM.	Ongoing	
		Perform, with appropriate staff, ESHQ reviews of procedures, experiments and accelerator modifications.	Ongoing	
		Facilitate continuance of EMS programs within the C-AD facilities.	Ongoing	
		Prepare C-A FHA Updates (G. Greene assisting).	Ongoing	
		Chair SNS ARR Committee	Ongoing	
		Chair ORNL Accelerator Safety Review Committee for SNS. (1 <sup>st</sup> done), next visit in May.	Ongoing	

### Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		EE/CA for g-2 plume (ERD and ESD involved). Plume is dissipating naturally. (trigger point being established).	On Hold	90%
		Prepare C-A SAD.	10/01/05	20%
		Prepare USI for e-cooler in 939. (Part of RHIC SAD)	6/1/03	2%
		RHIC-II (EBIS replaces Tandem, RHIC e-cooler, STAR/Phenix detector upgrades).	On Hold	
		ARR Ebco at Chemistry.		80%
		Review BNL Nuclear Strategy Plan		50%
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Ann Marie Luhrs 7007</b>	Training & Qualification Specialist	Enter training and qualification data into BTMS.	Ongoing	
<a href="#">Top of Page</a>		C-A Food Drive Captain.	Ongoing	
		Track digital dosimeters.	Ongoing	
		Issue temporary/visitor/group TLD's and see that escort completes appropriate paperwork for visitors and group tours.	Ongoing	
		Schedule appts. to proctor challenge exams & appointments for remediation classes.	Ongoing	
		Issue and track RHIC Access Cards.	Ongoing	
		Generate BTMS Reports for RAD Worker I, LOTO, Working Hot and Electrical Safety for all C-A Personnel.	Ongoing	
		Send out reminder memos "to expire within 90 days" memos indicating what training is needed.	Ongoing	
		Track all Lockout/Tagout and Electrical Safety I Training attendance records.	Ongoing	
		Track training for Plant Engineering personnel, upon request.	Ongoing	
		Check-out terminating C-A employees (collect Keys, RHIC Access Cards, Film Badges etc.)	Ongoing	
		Issue Portable Oxygen Monitors.	Ongoing	
		Administer ESHQ Division Tickler Card System.	Ongoing	
		Double check EWP forms when requested.	Ongoing	
		Enroll NASA and Collider Iris Reader and turn PASS cards on/off.	Ongoing	
		Assure all RHIC cards (pink & blue) have associated life #, name on database.	3/03	75%
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>John Maraviglia 7343</b>	Training Manager	Coordinate C-A Access Training for Staff.	Ongoing	
<a href="#">Top of Page</a>	Training & Documentation Group Leader	Train Users (Fixed Target and Collider) and C-A Access.	Ongoing	
		Work with S. DePace on user coordination/training.	Ongoing	
		Update C-A Training Course list for BNL Training Office	Ongoing	
		Maintain RWP signoff list on web.	Ongoing	
		Coordinate escort and TLD service, guest, user, employee, contractor arrivals (with Ann Marie).	Ongoing	
		Perform Job Training Assessments for C-A Groups. Link all employees to proper JTA's.	Ongoing	
		Distribute Quarterly Expired Training Report to C-A Supervisors and review at Supervisor Meeting.	Ongoing	
		Perform Job Training Assessments for shift leaders at RHIC experiments. Link to proper JTA's New list from LP.	Ongoing	
		Follow-up on RW-1 changes by BNL Training.	Ongoing	
		Develop periodic evaluation of C-A training programs [tied to self-assessment]. (once per year per instructor).	Ongoing	
		POC for clinic and CA-D Supervisors questions on medical protocol.	Ongoing	
		Enroll NASA and Collider Iris Readers.	Ongoing	
		Turn PASS cards on/off.	Ongoing	
		Maintain Training Guides for C-A Access Training, Fixed Target User Training and Collider User Training.	Ongoing	

### Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Link 5 C-A People on JTA for WB Count.	3/03	
		Set up JTA for RS LOTO and link appropriate personnel. Implement retraining method. (grandfather experienced people)	3/03	50%
		Negotiate who assigns and inputs JTA's for RHIC Users. (S. DePace to call meeting).	6/03	
		Determine JTA for e-cooler group.	5/03	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		



## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Dave Passarello 7277</b>	Q Manager	Maintain C-A Family Assessment Tracking System (ATS) - (RWPs, EWP, Self-Assessments, ASSRC Action Items, ESRC Action Items and C-A critiques). Takes 25% of time.	Ongoing	
<a href="#">Top of Page</a>	ATS Manager	Issue Related to baselined magnet electrical drawing.	10/02	
		Assist ESHQ Division in the maintenance of the C-A OPM.	Ongoing	
		Update C-A Quality Assurance Manual to reflect current C-A operations & incorporate requirements of SBMS and DOE – 0 – 414.1, Quality Assurance. Incorporate QA Procedures into Section 13 of C-A OPM.	Ongoing	
		Supervise BNL QA staff member (Dick).	Ongoing	
		Participate in BNL ATS Working Group.	Ongoing	
		Assist with upgrading of C-A SADs and ASEs.	Ongoing	
		Assist with enrollment of NASA and Collider Iris Reader.	Ongoing	
		Train Collider Users.	Ongoing	
		Assist A. Piper in hoisting/rigging inspection and inventory.	11/01/03	
		Assist Accelerator Division on RHIC Configuration Manual Maintenance (M. Gavigan types).	10/02	20%
		Perform initial 0, 256 and “S” key inventory check.	10/02	
		Review RSC checklist process to assure appropriate sign-offs are completed before beam is allowed.	10/02	
		Represent C-A in the Causal Analysis Subject Area development.	4/03	75%

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Assessment of Security Tag Program (orange tags). After procedure written (procedure needs tags to have correct phone #)..	3/03	
		Implement new corrective action SA as required.	4/1/03	
		Participate on BNL Document Improvement Team (item from 2002 EMS Site Wide Assessment).	5/03	
		Make ACG Relay Drwgs. "Reference Only".	5/03	
		Work on revision to SBMS Calibration Subject Area	6/03	
		SBMS Maintenance Plan – coordinate C-AD response.	4/03	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Artie Piper 7934</b>	Tier 1 Manager	Coordinate Enhanced Work Permits for FY 03. (Qtrly tickler)	Ongoing	
<a href="#">Top of Page</a>	Alternate Work Control Manager	Audit Fire/Rescue Pre-Plan Response Cards on Routine Basis (minimum semi-annually).	Ongoing	
	Alternate Bldg. Mgr. 911	Monthly Self-Evaluations	Ongoing	
	Alternate Bldg. Mgr. 945	Perform Scheduled Tier 1 Safety Inspections.	Ongoing	
		Assist with training tasks as assigned by J. Maraviglia.	Ongoing	
		Maintain BAF run cards up to date through ARRS.	Ongoing	
		Perform substation inspections for C-A (started 1/03).	Ongoing	
		Assist with enrollment of NASA and Collider Iris Reader.	Ongoing	
		Train Collider Users.	Ongoing	
		Get g-2 sphere painted for NASA. (lead paint included in cost estimate), (on hold until budget out) – desired 3/03.	On Hold	
		Maintain confined space and cutting/welding areas on website (work with Asher and Peter).	12/31/03	
		Remove material from 930 Transformer Yards. (J. Benante assisting)	3/03	50%
		Self Evaluation Incentive program.	3/03	

### Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Complete sling inspections (annual)	12/31/03	
		Evaluate 940 A/C for modifications. (not eligible for energy savings – ILR estimate on the way) – ADS to be submitted.	5/03	75%
		Pit on West side of 912A (Fred to fix).	2/03	25%
		Follow-up on 1000P buss covers.	4/03	50%
		Compile list of OSHA upgrades and give list to G. McIntyre.	3/25/03	
		Investigate flashing lights at Collider Controlled Area postings.	3/15/03	
		Investigate flashing solar powered lights at RHIC postings.	3/15/03	
		<a href="#">Hyperlink For Environmental Management System Task List</a>		

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<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Dick Savage 4640</b>	QA Auditor	Perform ATS Tracking for C-A.	Ongoing	
<a href="#">Top of Page</a>	Q Assistant	Maintain C-A QA Assessment Schedule	Ongoing	
	SNS Q	Maintain C-A CMS, updated. (currently 2036 static exist, deleted ~1500)	Ongoing	
		Train C-A personnel on COC forms for ASL. (HP trained).	Ongoing	
		Coordinate Trouble Report System (does actual work with concurrence with the affected group)	Ongoing	
		Participate as member of Envir. Mgmt. System Implementation Team.	Ongoing	
		Determine SNS source inspection requirements. Implement the I/TR form to accomplish the inspection.	Ongoing	
		Have SNS suppliers fill out BNL Supplier Capability Surveys.	Ongoing	
		SNS Supplier Evaluations.	Ongoing	
		Quarterly Reports on inspections to SNS/ORNL QA.	Ongoing	
		Work on control of C-A Group Procedures.	Ongoing	
		Do LOTO Surveillance Qtrly. (Dec., Mar., June, Sept.).	Ongoing	
		Linac Procedure Update (LoDestro and Alessi).	3/03	60%
		Track areas surveyed by RCTs & maintain list of non-tagged activated items found at C-A Bldgs. That are not in RMAs or Activation Check Required Areas. Fold final list into Causal Investigation dated 4/16/02. (RCT started 8/5/02).	2/03 (On Hold due to RCD)	50%

### Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		ALARA Assessment	3/03	45%
		Review a sample (10 procedures) of directive procedures.	2/28/03	99%

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
<b>Joel Scott 7520 / 6291</b>	Waste Mgmt. Coordinator	Participate in Environmental Management System.	Ongoing	
<a href="#">Top of Page</a>		Site Wide Material Inventory and Disposition Project. SREL magnet. Copper coils, zirc site and aluminum horn strong back done. Clean concrete removed. (done for EMS).	Ongoing	90%
		PCB Ballast and capacitor removal as needed.	Ongoing	
		Better define and allocate resources to the Sitewide Materials Disposition Project. Fully track and characterize existing legacy materials (ADS)	Ongoing	
		Participate in Waste Generator Interface Group.	Ongoing	
		Train Collider Users and Fixed Target Users and C-A Access.	Ongoing	
		Become an active instructor for C-A Access, C-A User and Fixed Target training courses.	Ongoing	
		Act as C-A representative on BNL's P2 Council.	Ongoing	
		Assist with upgrading of C-A SADs and ASEs.	Ongoing	
		RHIC & AGS weekly waste tours and cleanup.	Ongoing	
		Move 90-Day Storage Area to new location, (near new Rad Bldg.), can be used as is North of 912, needs review (Bldg. Being used, determine new location).	7/03	20%
		AGS Compactor, review procedure & specs. Hanford accepted OPM (try to get indoor area). [BLIP pipes may be crushed?]	7/03	50%
		Develop method to add old resin to waste containers as fill (method to transfer resin to bin). Schedule demo with FES. (RWP) (testing will be done in new waste yard, indoors).	5/03	75%

## Open Items

<b>Name</b>	<b>Role</b>	<b>Job Description</b>	<b>Due Date</b>	<b>% Complete</b>
		Work with WMD and FES for steel/concrete as fill for cheaper disposal. (Steel cutting & sizing & HP Checks in progress). (~\$300,000)	5/03	50%
		960 as new staging yard (coordinate with HP and WMD), submit ILR for estimate (120V to be installed).	1/31/03	90%
		Work with FES to load remaining lead into B-12's, and surface clean lead building (work order written). Sent out as Pb shielding, not mixed waste. Bins loaded by 2/24/03.	4/1/03	85%
		Work with FES to clean up steel outside 965 waste yard, and discard clean unusable steel & move useable to steel yard.	4/1/03	10%
		Clean out 17" strong tight container. (Internals contaminated and reading 150 mrem/hr on contact) – work with WBD on disposal method.	On Hold	
		Monitor waste volumes to new charge back quotas, report quarterly/monthly progress.	9/30/03	25%
		Assist with NASA and Collider Iris enrollment.	Ongoing	
		Work with FES on extra waste work and area cleanups. Coordinate with WBD. (Include Cockroft-Walton and SREL magnet).	6/03	40%
		Estimates of cost to get rid of the items on Al Pendzick's Inner Mongolia List.	1/10/03	80%
		Dispose of Hg waste (SNS target & muon E951 material). (~\$50,000 needed by S. Shapiro to go to ORNL).	4/03	25%
		Investigate shreader (shipping free). (investigating U-contamination)	5/03	5%
		<a href="#">Hyperlink For Environmental Management System Task List</a>		